

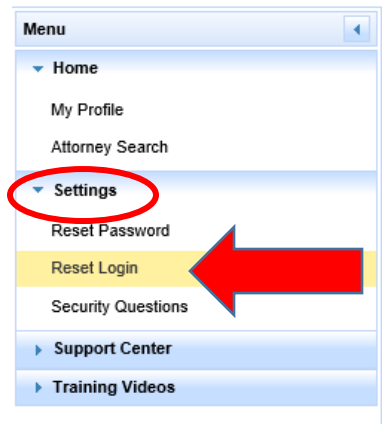
HOW TO CHANGE YOUR AIS LOGIN ID TO A NEW EMAIL ADDRESS INSIDE OF AIS

To get into AIS: Go to: <https://mdcourts.gov/lawyers/ais> (There is a lot of useful information on this site.)

- i. Select the Log in link in the middle of the screen

1. Follow these Steps:

- a. Login to AIS using your current (old) email address and (current) password.
 - i. Go to the Menu area on the left side of the page.



- ii. Select **Settings**;
- iii. Then Select **Reset Login** to open the Reset Login dialog box;
 1. Enter your new Login email address then confirm by entering it in a second time.

Reset Login

Your Current Login: **mismith@gmail.com**

- Please enter your new email address
- This email will serve as your login for the AIS Attorney Portal
- A Password key will be sent to this email address

New Login *

mismith2@gmail.com

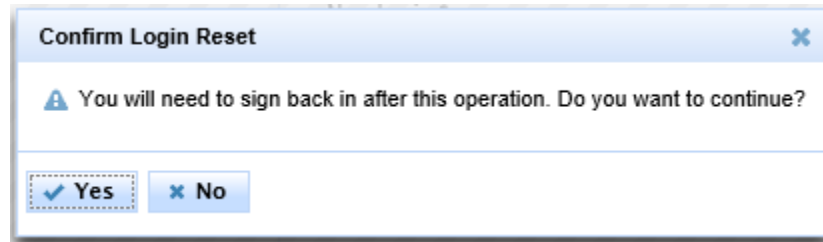
Confirm Login *

mismith2@gmail.com

Submit

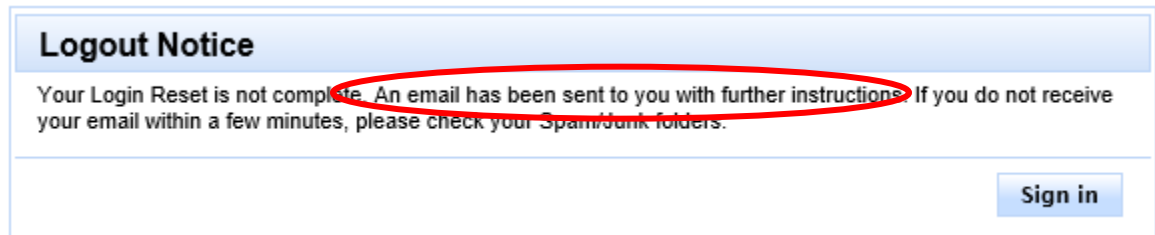
2. After new email address is entered twice, Hit the **Submit** button.

3. The Confirmation Login Reset dialog box will display. Select the **Yes** button option.



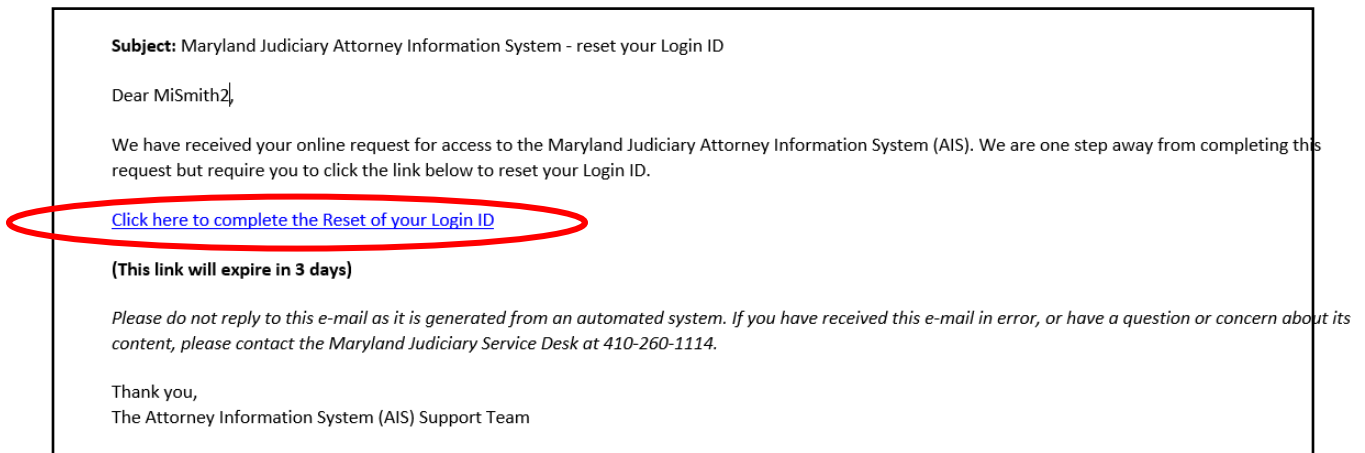
4. **NOTE: You will be required to log back into AIS using your new Login after the reset process is completed.**

- iv. At this time an email will be sent to the new email address entered to verify that it works with AIS.



- v. If you do not receive your email within a few minutes, please check your spam/junk folders.

1. The email will read as follows:



2. Click the link to complete the Reset of your Login ID.

- vi. You will be directed back to AIS to **Confirm** the email address change is correct.

Create New Login ID

Current Login ID: mismith@gmail.com

New Login ID: mismith2@gmail.com

Confirm

- vii. You will be presented with the Operation Successful message.
- viii. Select the **Sign in** button to access AIS using your new reset login ID.

Operation Successful

Please Sign in.

Sign in

- ix. Enter your new Login ID to log into AIS; then select the **Next** button.

Sign in

Registration Video

Please Enter Your Email *

mismith2@gmail.com

[New Registration](#) | [Forgot Login](#)

Next

Please click here for [Browser Recommendations](#).

- x. Enter your same password (**NOTE: Your password was not changed as part of this process.**)

Sign in

Please click here for [Browser Recommendations](#).

Login ID: mismith2@gmail.com

Please Enter Your Password *

.....

[Back](#) | [Forgot Password](#)

Sign in

- xi. Select the **Sign in** button or hit the Enter key.
- xii. You are now logged into your AIS account and your Login ID is now set to the new email address.

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